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CHARTER TOWNSHIP OF BROWNSTOWN Freedom of Information Request Form

REQUESTED BY:

[Name]

[Address]

[Telephone]

Description of Public Records requested:

Nature of request [check **one** below]:

- Please provide a copy of the requested public records.
- Please allow me an opportunity to inspect the requested public records prior to copying.

Payment [check **one** below]:

- I understand that the public body may charge me a fee for providing a copy of a public record, including the cost of copying, mailing, searching, examining, reviewing, separating and deleting exempt information.
- Attached is an affidavit of indigency. Please furnish me the requested public records without charge for the first \$20.00 of the required fee.

[Date]

[Signature]

The public body may respond to my request by the _____ day of _____, 20_____.

